

CITY OF BURBANK

MANAGER TRANSMISSION AND DISTRIBUTION ENGINEERING

DEFINITION

Under general direction: to manage, supervise and coordinate the engineering activities of a Transmission and Distribution Engineering Section, including but not limited to, project management, planning and design; coordinate activities with other City departments and outside agencies; and to do related work as required.

ESSENTIAL FUNCTIONS

Directly supervises managers of an engineering group; develops and implements goals, objectives, policies and priorities for assigned programs; creates and implements master plans; plans, designs and budgets for capital improvement projects; creates and implements engineering and construction standards; formulates plans and policies for the operation and maintenance of electric transmission and distribution lines and stations, customer services and streetlight systems; identifies and implements improved electric service delivery methods and procedures; reviews and updates rules and regulations related to electric services and operation; develops and administers a Section budget; represents the department on various committees and task forces; assists at the Emergency Operations Center (E.O.C) during disasters; makes recommendations about hiring, promotion and transfers; recommends disciplinary action as needed up to and including termination; oversees construction contracts; participates in the acquisition of land for electric station facilities, rights-of-way, permits and easements; prepares staff reports to the utility Board and City Council; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern and complex electrical engineering principles and practices, including the planning, design, operation and maintenance of electrical transmission and distribution systems; principles of supervision, training and performance evaluation; and pertinent Federal, State and local laws, codes and regulations.
- Ability to - manage and coordinate the work of management, supervisory, professional, and other technical staff engaged in transmission and distribution engineering activities; select, supervise, train and evaluate staff; develop, interpret and explain transmission and distribution engineering policies and procedures or rules and regulations; prepare clear and concise reports; communicate clearly and concisely both orally and in writing; prepare and administer budgets and construction contracts; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor of Science degree from an accredited college or university with major coursework in electrical engineering and a minimum of eight years of professional electrical engineering experience, including a minimum of three years in the power utility field at a level equivalent to Senior Electrical Engineer. Advanced coursework in public administration or electrical engineering may be substituted for non-management professional electrical engineering experience on a year-for-year basis for a maximum of one year.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as an Electrical Engineer in the State of California is required.

SUPPLEMENTAL INFORMATION

None.